IowaGrants.Gov

Iowa's Electronic Grant Management System

This presentation includes instructions for a Grantee/Sub-grantee who is:

- Registering with www.IowaGrants.gov

Registering with IowaGrants.gov (Grantees)

To enhance the security of IowaGrants.gov all persons requesting access are required to register with the State of Iowa's secure portal, Authentication and Authorization System (A&A), prior to registering with the grant management system.

If you already have an A&A ID and Password follow the directions in Step 1 of the instructions.

Registering – Step 1

ELECTRONIC GRANT MANAGEMENT SYSTEM

In addition to the Storefront, Iowa is phasing in the implementation of an Electronic Grant Management System, IowaGrants.gov. If the funding opportunity you identified through the Storefront is offered by a state agency that has implemented IowaGrants.gov you will be directed to REGISTER to access the system.

New Users Register Here

Returning Users Sign In Here

HOW TO REGISTER:

NON-STATE EMPLOYEES – New users are required to register in the state of Iowa's secure log-in portal (A&A). To start this process click on the "New Users Register Here" button above. Once you've registered with A&A you'll receive an e-mail with your new user-id, a link to confirm registration and account activation instructions.

GRANTEES WHO CURRENTLY HAVE AN A&A ACCOUNT WITH THE STATE OF IOWA (This includes state employees and non-state employees) - Current A&A account holders who are applying for, or managing, grants through this system will log in as a "Returning User" with their e-mail address as the user-id and the same password used to log into their A&A account.

STATE EMPLOYEES POSTING AND MANAGING GRANTS - To Register: Contact Kathy Mabie at kathy.mabie@iowa.gov or 515-281-8834

To Register: Go to New Users Register Here. The instructions on this screen tell you what to do if you already have an A&A account.

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Registering – Step 2

Enter first and last name – click on Register.

Registering – Step 3

Complete the information – Take note of the Account ID. You will use this as your ID when you log into the system. Click on Save Account Details.

Registering – Step 4

This screen will appear when you click on Save Account Details in the previous screen. Click OK to continue your registration.

Registering – Step 5

Account Confirmation for State of Iowa Common Logon

From: **entaa-noreply@iowa.gov**
⚠️ You may not know this sender.   Mark as safe | Mark as junk
Sent: Tue 2/09/10 1:30 PM
To: screenshot100@hotmail.com

Welcome from Enterprise A&A!
Before you can begin using State of Iowa Common Logon you will need to complete the account activation process.
This e-mail is a confirmation of the account you requested for State of Iowa Common Logon.

Account Details
Account ID: MARY.KLINKER5@IOWAID
Your name: Mary Klinker5
E-Mail: screenshot100@hotmail.com

If you did not request this account or think this e-mail was sent in error, please forward this note to DAS-ITE Service Desk (ITE.Servicedesk@iowa.gov).

To start the account activation process click on the following link or paste the following address in your browser:
https://entaa.iowa.gov/entaa/sso?reg=HNEY71
Your Registration Confirmation Token is: HNEY71

Account Activation Process Instructions.
1. Click link found above in this email.
2. Enter Confirmation Token found above in this email. The Token is also part of the link above, and may be pre-filled for you.
3. Enter Code from image on web screen.
4. Click "Confirm My Account" ---- (If you get an error see below for possible error reasons.)
5. Choose two baseline questions and then make your own question. --- (These are security questions you can answer later if you ever forget your password.)
6. Enter your password. (Reminder - Passwords must be min of 8 characters, a mix of upper and lower case, and must contain at least 1 number and one special character such as !$*)
7. Sign in using new account.
At this point, you can delete this email. Your account has been created successfully and the Confirmation Token will no longer be needed.

Most common error reasons.
1. Browser was closed and cookies were deleted. Some browsers can be configured to delete cookies upon exit. To avoid this do not close the browser that you used prior to receiving this email.
2. Not using the same computer that the account was created on. Accounts must be confirmed on the same computer in which it was created.

Thanks!
State of Iowa, DAS IT Enterprise

This is a system generated email, do not reply or direct emails to this email address.

You will receive this e-mail soon after completing Step 4 of the registration. To continue registering click on the link in the e-mail.

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Registering Step - 6

Complete the Identity Baseline and Save.

Registering – Step 7

Create a Password and Save.

Registering – Step 8

State of Iowa Common Logon

Enterprise A&A   What Is A&A?

SIGN IN	CREATE AN ACCOUNT	FORGOT PASSWORD	FORGOT ID

You have successfully changed your password. To continue, you will need to log on with the new password.

Sign into State of Iowa Common Logon here.

Enter your Account Id and password to sign into State of Iowa Common Logon.

Account Id: [_____]

Password: [_____]

☐ **Take me to my Account Options after I Sign In.**
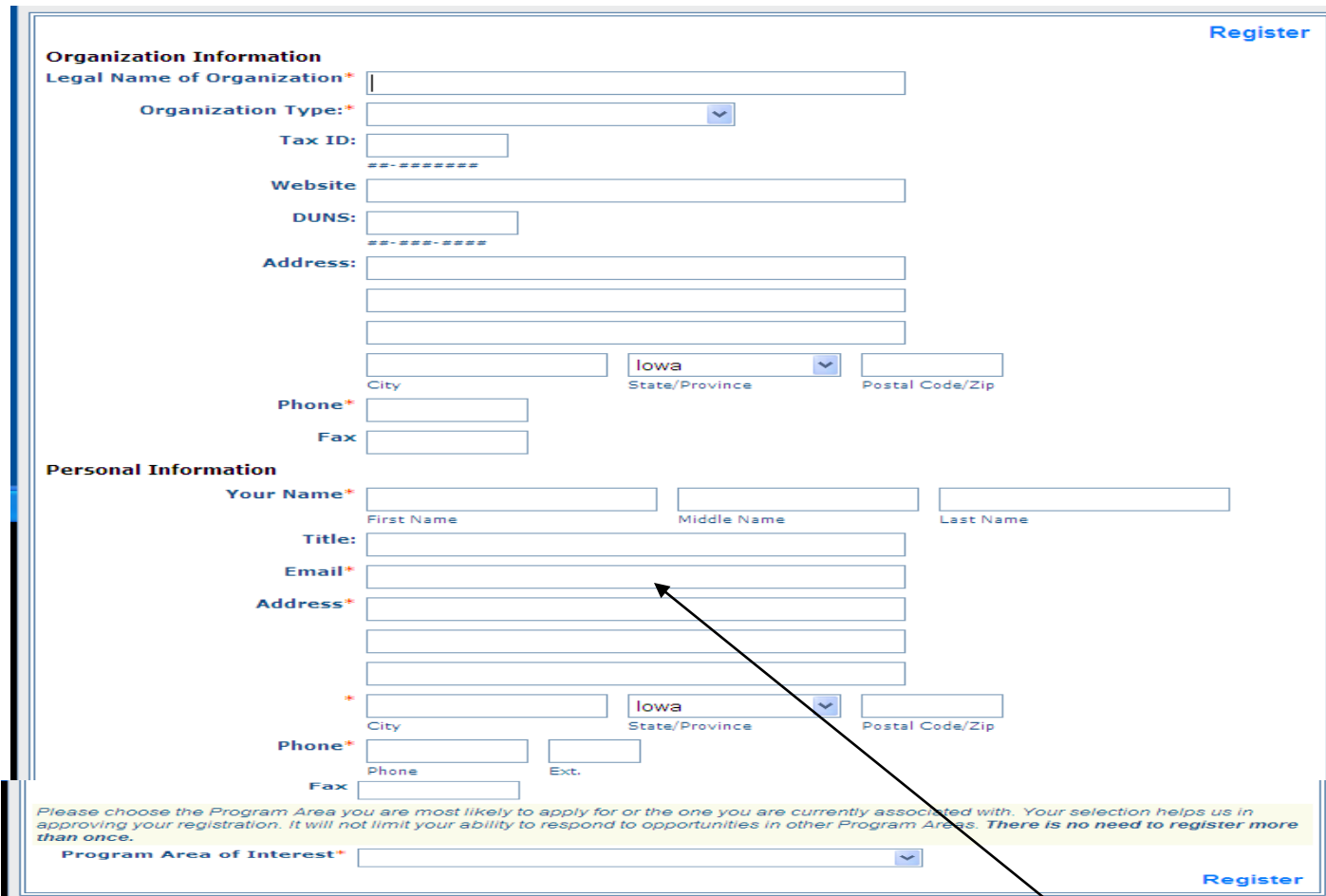
[Sign In] ❓

Account Id Examples:

- *firstname.lastname*@iowaid
- *firstname.lastname*@iowa.gov
- *firstname.lastname*@iwd.iowa.gov
- *firstname.lastname*@dhs.state.ia.us

Need an Account?
Forgot Password?
Forgot Id?

KinderTrack users, for assistance call your DHS county office or provider support at 1-866-451-3216. For all A&A issues please contact the DAS-ITE Service Desk at ITE.servicedesk@iowa.gov, 515-281-5703 or 1-800-532-1174.

Sign in with your Account ID (generally your firstname.lastname@iowaid – you can find it in the e-mail you received) and Password.

Registering - Step 9

Complete the form and click on Register. Note: The e-mail address you enter here will be used for all system generated correspondence. It does not need to match the e-mail used when you registered with A&A.

Registering - Step 10

Register

Thank you for registering.

A notice has been sent to your email address.

Your registration has been submitted for approval. When you receive e-mail confirmation of approval you may return to the login screen and log in. If you do not receive confirmation of approval within 72 hours of submission please contact the Program Officer listed in the Funding Opportunity.

This screen notifies you that your registration has been submitted for approval.

Registering - Step 11

IowaGrants.gov Registration

From: **send.iowamail@dullestech.com**

🛡️ You may not know this sender.   Mark as safe | Mark as junk

Sent: Tue 2/09/10 2:18 PM

To: screenshot100@hotmail.com

Dear Kathy Klinker5

Thank you very much for registering with IowaGrants.gov.
Your registration has been confirmed and you are now able to access the IowaGrants.gov at http//www.iowagrants.gov.

If you have any questions or concerns please contact the Program Manager for the grant program you are interested in. You can find the Program Manager listed in the grant announcement in the Storefront https://www.iowagrants.gov/outsideStorefrontList.jsp.

Do not reply to this email.

This is the approval confirmation e-mail. Click on the link and register as a Returning User.

Registering - Step 12

Scroll to the bottom of the Login page to enter the system as a Returning User.